

Job Title:	Lead Bus Servicer
Job Description Number:	7134
Department/Division:	Public Transportation/Transit
Exemption Status:	Non-Exempt
Pay Grade:	204
Immediate Supervisor:	Garage Superintendent, Fleet Transit
Normal Work Schedule:	Varying schedules; 2 shifts (alternating weekly)

Brief Description of the Job:

Coordinate the quality assurance and oversight of cleaning and maintain appearance of transit vehicles and transit garage building. Assure accuracy and security of fare box vaults and task of probing fare box. Assure that all transit vehicles are fueled as necessary. Assure the accuracy of mileage and dispensed fuel records. Coordinate the cleaning of the inside and outside of transit vehicles using pressure washers, special chemicals, mops, and brooms. Oversee the fueling and fluids check for all transit vehicles as necessary. Maintain accurate records of hubmeter, odometer, and engine hour meter, vehicle service records, and fuel dispense records, and fluid use records. Coordinate the cleaning of the inside and outside of the transit garage building, including sweeping and removing all trash, empty trash into dumpster, mop floors, clean restrooms, replace paper products, wax and strip linoleum floors. Move furniture, dust blinds and furniture, and remove stains and spots. Maintain exterior of building by picking up litter, sweep sidewalks and front door mat, clean windows, etc. and cut grass. Recommend supply purchases. Supervise and remove fare box vaults and probe fare box at the end of each day of operation. Assure security of the vaults and the accuracy of the probe. Clean, repair, and maintain shop equipment. Pick up and deliver buses as needed.

Essential Functions:

Coordinate and Oversee Cleaning and Maintenance of Buses and Facilities (60%): Serving as a lead worker, coordinate tasks of Bus Servicers in the cleaning of the inside and outside of transit vehicles using pressure washers, special chemicals, mops, and brooms, and perform the same tasks. Oversee the fueling and fluids check for all transit vehicles as necessary. Coordinate the cleaning of the inside and outside of the transit garage building, and perform the same tasks. Coordinate and perform maintenance task such as minor painting of the building and equipment and performing minor repairs on the facility. Ensure that fare box vaults and probe far boxes are properly removed at the end of each day of operation. Assure security of the vaults and the accuracy. Train the Bus Servicer and all Temporary Bus Servicers in proper cleaning techniques, proper use of chemicals and proper use of PPE. Assist in the management of payroll for Temporary Servicers.

Perform Clerical Responsibilities (20%): Maintain accurate records of hubmeter, odometer, and engine hour meter, vehicle service records, and fuel dispense records, and fluid use records. Maintain chemical mixing rates. Maintain bus detail records.

Clean (10%): Perform cleaning of bus interior to ensure that every bus is sanitized and safe every night. Clean seats; use upholstery cleaning machine and specialized chemicals. Wash and wax exterior of bus

to protect and lengthen the life of the paint. Pressure wash engine compartment to help alleviate the possibility of fire due to excessive build up. Professionally clean the windows to provide the driver with a safe clear view.

Transport Buses (10%): Move spare bus from transfer station to shop nightly. Move buses through cleaning line and eventual parking nightly. Move buses to outside repair shop.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Heavy strength demands include exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.

Physical Demands: Continuously requires standing, fine dexterity, walking, lifting, carrying, reaching, kneeling, pushing/pulling, climbing, vision, balancing, bending, hearing, twisting, and talking. Frequently requires handling, crawling, foot controls, and crouching. Occasionally requires sitting.

Machines, Tools, Equipment, and Work Aids: Hand tools, electrical power tools, pneumatic power tools, upholstery cleaning machine, mobile bus washing machine, wet/dry shop vac, and manual hand pumps.

Computer Equipment and Software: Desktop, laptop, and RTA shop manager.

Working Conditions

Overall Working Conditions: Disagreeable: Frequent exposure to unpleasant environmental conditions and/or hazards.

Environmental Factors: Daily exposure to extreme temperature, wetness and/or humidity, respiratory hazards, noise and vibration, and physical hazards.

Health and Safety: Constant exposure to mechanical hazards, chemical hazards, electrical hazards, communicable diseases, and physical danger or abuse. Frequent exposure to fire hazards and explosives.

Primary Work Location: Shop.

Protective Equipment Required: Steel-toed shoes, safety glasses, ear plugs, gloves, chemical apron, and splash proof goggles.

Non-Physical Demands

Frequently requires time pressures, frequent change of tasks, irregular schedule/overtime, performing multiple tasks simultaneously, working closely with others as part of a team, tedious or exacting work, and noisy/distracting environment. Occasionally requires emergency situations.

Job Requirements

Formal Education: High school diploma or equivalent is required.

Experience: Under and including one year of experience of custodial or vehicle detailing experience is required.

Driver's License Required: A valid Class B with P endorsement South Carolina Commercial Learner's Permit is required. Once in classification, employee must obtain corresponding CDL Class B with P endorsement within 4 months.

Certifications and Other Requirements: None.

Job Demands

Reading: Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

Math: Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

Writing: Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

Human Collaboration Skills: Work requires regular and routine interaction involving exchange and receipt of information. Work has a moderate impact on the organization. External contacts include cleaning chemical vendors and cleaning equipment vendors. Internal contacts include Building Maintenance, Transit Operations Staff and Transit Mechanics.

Management and Supervision: Work requires functioning as a lead worker performing essentially the same work as those directed, and includes overseeing work quality, training, instructing, and scheduling. Semi-complex scope of supervision.

Technical Skill: Basic skill: Work requires the use of standard technical skills appropriate to the work environment of the organization. Standard application: Work product primarily affects unit processes.

Freedom to Act and Impact of Action

Receives Immediate Direction: The employee normally performs the duty assignment after receiving detailed instructions as to methods, procedures, and desired end results with little room for deviation. The immediate supervisor may, at times, provide close and constant review. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted

as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.